

~~SECRET~~

MACHINE DIVISION WORKLOAD
1963

Key Punching

- a. SCIPS
- b. NIS Gazeteer (since 1949) *was punching Gazetteer of Russian Press since 1948*
- c. Graphic Register Spot and Personality Photographs
- d. " " Film Index and Film Inventory
- e. Biographic Register Daily work and International Conferences
- f. CIA-DIA Requirements
- g. Intellofax
- h. Industrial Register Listings
- i. Document Division Dissemination Control and DARE Nodex project
- j. Publications Procurement
- k. OBI and ORR Time Study
- l.
- m. ORR Requirements
- n. Document Division Dictionaries

ILLEGIB

Machine Div
1962-63
65-413/4

Memo to AD/CR
"Machine Div
Key Punch Rpt"
1 Mar 63

25X1

April 1966

*MD Monthly up
for April 66
71-18/1*

1. Listings of Collection Guide (CGS) Requirements
2. OD publication "Foreign Equipment Directory" - punched & listing prepared

Mar 66 punching & tabulating "FDD Publications Survey Questionnaire" & on punching & preparing "FDD Contractors List"

GROUP
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declassification

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25X1

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Don Alex's
ch. VI - 1988

Machine Division

The Machine Division maintained close contact from the outset with leading designers and manufacturers of information retrieval and micro-photographic equipment. In fact, the ingenuity and expertise of OCD employees and the unique information handling needs of OCD in some instances led to the development of new machinery or new applications of existing equipment especially adapted to its operating needs. The utilization of aperture cards for storage, the Photostat Expediter for rapid reproduction, introduction of the Flexowriter, modification of Recordak cameras, and testing closed circuit television equipment were but some of the projects reviewed and adapted by the Machine Division. The expertise of the personnel of this Division was constantly refreshed by special training which kept them abreast of the rapidly changing technology and prepared them for conversion to the world of computers.

Not all experimentation was successful. In 1954, the AD/CD had some doubts whether the Rapid Selector (a machine for the rapid sorting of material on microfilm, developed by Vannevar Bush and others) could be adopted for OCD's special needs. The AD/CD had suggested that the machine not be delivered to OCD until it could carry the workload OCD required of it after testing. If it could not meet the standards he set, OCD should not accept delivery. The machine failed the test. Another item tested was the Videograph Reproduction System, developed by the A.B. Dick Company, of interest to OCR as an improved office reproduction system which would be dry process, faster than the Photostat Expeditors, and equipped to handle both aperture cards ^{hard copy and} (16/34/35mm). Two years of developmental work and testing (1960-62) led to its rejection by OCR because the end product was of unacceptably poor quality. Another experiment, MINICARD, was terminated in 1960 when it was concluded that it would not provide substantially improved service to compensate for costly and cumbersome processing procedures.

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No Foreign Dissem

**CENTRAL
REFERENCE SERVICE**



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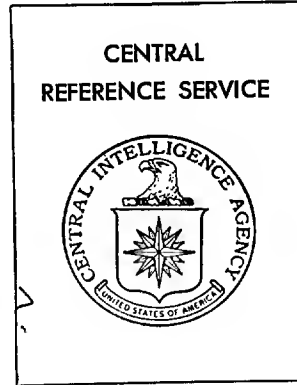
No Foreign Dissem

DD

effect of formation of Da Systems group in 1966
 (see history of 1963) recommended single customer contact in DD.
 Disapproved by Ex Dir

mach D.

NIS Systems what were they? when & how did MD get involved in their production?



What was Automation Dev group (ADG)? what effect did it formation have & later its dissolution have on machine design, if any? How was it related to EAM techniques, etc? What would it do?

Dev. of computer techniques to replace EAM techniques. when begun? how? why? results? future plans?

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by

Questions

Inter-library loan arrangements with govt
institutional & other libraries (how were
these dev? what were some of the other
institutions? were there peculiarities in
relations due to nature of CIA?)

SATIS? (what was it? why estab? when?)

CR-1 on Intell. Ref. Material first OCR
pub. Why published? when? whose
initiative? usefulness).

Agreement to have CIA by microfilm copies
of OD, FDD & DDP reports declared as
record copy for those series in 1963 (why? results?)

Assurance of CIA pubs. to academic community
(when begun? why? How did it work)

Is this
also part
of DD

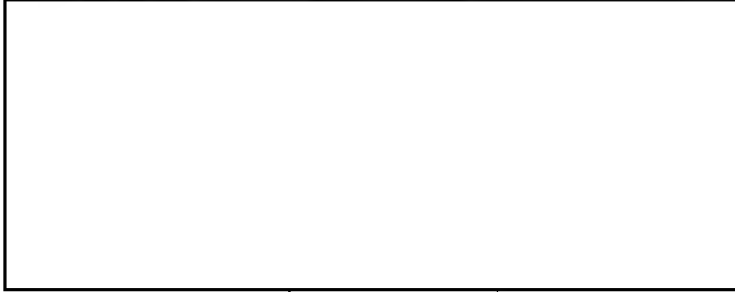
DD

what led the procedures for passing doc
been before DD was formed? why was it
formed? how was it organized?
where did its components come from?
how did DD support DDI rep abroad &
foreign liaison officers?

dev of DX system - why? how? when?
between what points? advantages? (yes)

Machine Div
Personnel

25X1A9a



Machine Div
departed

8 Oct⁶⁰ for Gen. &
Main Card punch
operators for the
Machine translation
program.

30 Nov 60

25X1A9a

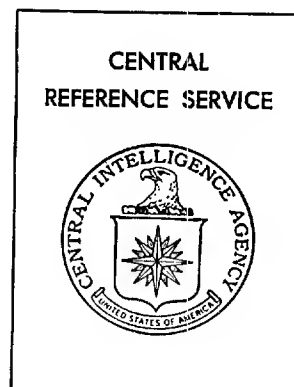


MD,

transferred from OCR to
Automation Div. DD / I

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IBM FILES DUPLICATED FOR OTHER AGENCIES

One-Time Requests Approved For Release 2003/12/09 : CIA-RDP84-00951R000300030009-9

Agency	Date	Title of File	Volume	Man Hours	Total Cost
AIR	2/12/62	IR CR/13 Publication - Pol. Sub Codes	248	1	\$ 3.25
AIR	2/15/62	USSR Gazetteer	392,000	120	777.50
AIR	5/ 2/62	USSR Gazetteer - Place Names nr GM Sites	16,000	6	34.80
AIR	11/ 2/62	DD ISC Numeric Area Deck	799	1	3.60
DIA	3/ 3/62	South Vietnam Gazetteer	10,000	4	22.85
DIA	10/22/62	IR USSR Travel Folder - Years 59-60	40,000	24	114.25
DIA	11/21/62	[REDACTED]	250,000	95	549.25
DIA	12/14/62	CIA Requirements	25X6A 5,600	3	15.40
DIA	12/28/62	IR USSR Travel Folder - Years 57-58	26,000	40	135.50
DIA	7/ 3/63	IR CR/13 Publication - USSR Locations	12,500	5	28.00
NAVY	7/30/62	DD ISC Dictionary	9,762	4	22.85
NSA	5/22/62	IR Industrial Dossier File - E. Germany	1,250	16	42.20
Total			764,159	319	\$1,749.45

Requests Filled Prior to Last Two Years

AIR	W. Germany Gazetteer	129,000	60	312.25
ARMY	USSR & China Gazetteer	470,000	200	1084.00
NSA	CR/13 Publication - USSR Locations	12,500	5	28.00
NSA	Albania Gazetteer	16,000	6	34.80
NSA	Bulgaria Gazetteer	23,700	15	69.55
NSA	Czechoslovakia Gazetteer	36,000	20	98.35
NSA	E. Germany Gazetteer	40,000	24	114.25
NSA	Hungary Gazetteer	25,000	15	72.00
NSA	Poland Gazetteer	51,500	28	140.50
NSA	Rumania Gazetteer	36,500	20	98.85
NSA	USSR Gazetteer	392,000	120	777.50
NSA	Yugoslavia Gazetteer	40,000	24	109.50
Total		11,272,200	537	\$2,939.55

Continuing Requirements

DIA	Monthly	CIA Requirements	200	1	\$ 3.25
JIB/Mel.	Bi-Mo.	ORR [REDACTED]	25X6A 2,000	8	20.95
NSA	Bi-Mo.	BR Dossier Index File	2,600	2	8.45
NSA	Weekly	*DD Raw Intel. Reports - Micro. Reels	22	5	34.28
NSA	Weekly	*Ly Aperture Work Cards	3,500	3	12.37
NSA	Weekly	Ly Intellofax Source Cards	3,500	3	12.37
Total		11,822	22	\$ 91.67	

* Re-imbursed as per attached agreement

Machine Division

Reorganization 1955

7/1/55

Chief, Machine Division
Deputy Chief

Planning Staff

Microfilm Branch

Operations Branch

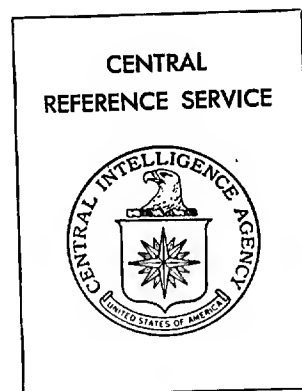
Electronic Maintenance Br.

"Kummar" 9
Dev"
was. Sept 55
Doller
Admin
1953-55
60-139/1

Sublet
Jill Hawkins
Card Punch
Data Center
operator

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Typical MD

Nov 53

Card Production

Intell. File 85,375

Film Index 5,974

Graphics Dept 3,034

Register 18,053

Internal Trade Reg. 1,044

Zodiac Group 316

Zodiac 1,536

FBI Train Order 4,348

" " Catalog 2,013

CSI Index Adm. 2,344

TS Card 71

ac D Batch Card 6,586

Index Machine Card 13,132

OIT Special Check list 1,809

Special Jobs 7,414

150,869